



USAID | **EL SALVADOR**
FROM THE AMERICAN PEOPLE

SOLICITATION NUMBER: 72051921R10007
ISSUANCE DATE: March 29, 2021
CLOSING DATE/TIME: April 13, 2021/24 hrs.

SUBJECT: Solicitation for a Cooperating Country National Personal Service Contractor (CCN/PSC - Local Compensation Plan)

Title: Administrative Assistant

Dear Prospective Offerors:

The United States Government, represented by the U.S. Agency for International Development (USAID), is seeking offers from qualified persons to provide personal services under contract as described in this solicitation.

Offers must be in accordance with **Attachment 1** of this solicitation. Incomplete offers will not be considered. Offerors should retain copies of all offer materials for their records.

This solicitation in no way obligates USAID to award a PSC contract, nor does it commit USAID to pay any cost incurred in the preparation and submission of the offers.

Any questions must be directed in writing to the Point of Contact specified in the Attached 1.

Sincerely,

Kent Benson

Digitally signed by Kent Benson
Date: 2021.03.29 17:46:32
-06'00'

Kent Benson
Contracting Officer

U.S. Agency for International Development
Mission to El Salvador
c/o American Embassy
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I. GENERAL INFORMATION

- 1. SOLICITATION NO.: 72051921R10007**
- 2. ISSUANCE DATE: March 29, 2021**
- 3. CLOSING DATE AND TIME FOR RECEIPT OF OFFERS: April 13, 2021/24 hrs.**
- 4. POINT OF CONTACT:** Executive Office
USAID / El Salvador
e-mail: ssvacancies@usaid.gov
- 5. POSITION TITLE: Administrative Assistant**
- 6. MARKET VALUE:** \$15,415.00 - \$24,671.00, equivalent to FSN-7
In accordance with **AIDAR Appendix J** and the Local Compensation Plan of the U.S. Mission in El Salvador. Final compensation will be negotiated within the listed market value.
- 7. PERIOD OF PERFORMANCE:** USAID expects the successful offeror to provide continuous services under a series of sequential contracts subject to availability of funds.
- 8. PLACE OF PERFORMANCE:** USAID/El Salvador with possible travel as stated in the Statement of Duties.
- 9. ELIGIBLE OFFERORS:** This position is open to **All Interested Offerors. ALL OFFERORS MUST HAVE THE REQUIRED WORK AND/OR RESIDENCY PERMITS TO BE ELIGIBLE FOR CONSIDERATION.**
 1. Current employees serving a probationary period are not eligible to apply.
 2. Current employees with unsatisfactory performance are not eligible to apply.
 3. Management will consider nepotism/conflict of interest, budget, and residency status in determining a successful offeror.
- 10. SECURITY LEVEL REQUIRED:** Selected offeror must be able to obtain a favorable Security Certification for employment authorization from the U.S. Embassy's Regional Security Office.

11. STATEMENT OF DUTIES**1. General Statement of Purpose of the Contract**

The Administrative Assistant serves as the principal administrative support person for the Office Chief and reports to him/her directly and/or his/her designee, operating independently to ensure that administrative functions are performed effectively, efficiently, and in a manner that promotes harmony and problem-solving, ensuring other Office staff members may be more effective.

The Administrative Assistant is the primary contact person responsible for Office customer service to internal and external partners and other stakeholders, including Mission staff, contractors and grantees and potential contractors and grantees, Implementing Partners (IPs), host-government officials, the Embassy, USAID/Washington, and other customers. In this capacity, the Administrative Assistant is responsible for coordinating information about the Office and making sure that information gets to customers on a timely basis and in a professional manner.

The contractor is eligible for temporary duty (TDY) travel to the U.S., or to other Missions abroad, to participate in the "Foreign Service National" Fellowship Program, in accordance with USAID policy.

2. Statement of Duties to be Performed

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A. The Administrative Assistant receives and places phone calls, sends and receives e-mail and faxes, and sets up meetings and makes appointments at the request of the supervisor and other Office staff with Mission, Host-Government, Implementing Partners (IPs), Non-Governmental Organizations (NGO), donor organizations, private-sector, and other contacts; arranges transportation, as needed; and takes minutes when requested. The Administrative Assistant schedules appointments based on a good knowledge of the Office Director's commitments and maintains the Office calendar, reminding the supervisor and others of meetings and appointments. The Administrative Assistant takes messages in the absence of the Office Director and other staff, directing callers to other staff members, or answering questions personally; prepares visitor access requests, receives and assists visitors, answers questions, or directs them to a staff member who can assist them; schedules meetings for the Office Director, and ensures that attendees are briefed or provided proper background material for meetings; and, participates in arranging for conference/meeting room space as required by the size of the group and maintaining conference/meeting room schedules, in coordination with other Mission administrative staff. The Administrative Assistant meets with other Mission support staff on a regular and recurring basis to update and improve standard operating processes.

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B. The Administrative Assistant maintains control of correspondence for the Office, including program/project/activity files provided by Contracting/Agreement Officer's Representatives (CORs/AORs) and other Specialists, establishing and maintaining computerized tracking systems to track Office actions, providing weekly reports to the Office Director, receiving and screening Office mail not addressed to a particular individual, drafting responses to routine correspondence and letters, distributing incoming official mail to Office personnel and attaching pertinent background material, and searching files and records to assemble background information for correspondence and other pending actions. The Administrative Assistant reviews outgoing mail for proper address, routing, attachments, etc., prior to dispatch, reviewing outgoing correspondence for accuracy and conformance with Mission formatting procedures and special instructions. The Administrative Assistant distributes internal policies and procedures and, as necessary, maintains a tracking system of when staff received new policies and/or procedures.

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C. The Administrative Assistant establishes and maintains files according to standards set by the Mission Correspondence and Records (C&R) Technician/Supervisor in the Executive Office (EXO) and by USAID/Washington, marks correspondence and other documents for filing, and files accordingly. Reviews all correspondence prepared in the Office or elsewhere for the supervisor's signature, corrects errors by drafters and edits correspondence, and ensures that responding correspondence meets requirements posed by incoming correspondence to which it pertains. The Administrative Assistant maintains and updates handbooks, operating procedures, and other documents, such as visitors' lists, telephone listings, personnel rosters, and leave, travel, and training schedules.

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D. The Administrative Assistant uses computer and web-based word processing, spreadsheets, and software applications in the performance of a variety of assignments. Drafts electronic country clearances (eCCs); reports time and attendance; assists incoming personnel with check-in procedures and departing personnel with check-out procedures; prepares travel requests for the Office staff for official travel. Types a variety of correspondence, creates electronic trackers, develops charts, and prepares other documents in draft and final form, proof-reading for format and consistency with standard formatting requirements prior to submitting for signature. As required, the Administrative Assistant locates documents routed for clearance, and obtains and tracks clearances and signatures. As required by workload, the Administrative Assistant may be assigned to the Front Office, or assigned to support other office Administrative Assistants, during the absence of the job holder.

3. Supervisory Relationship and Supervisory Controls

- a. **Supervision Received:** The Administrative Assistant receives supervision from the Office Chief, and/or his/her designee, who provides assignments in terms of a discussion of the work to be performed, and Office priorities. Most work occurs as a result of normal Office operations, but special activities may be assigned at any time. The Administrative Assistant independently plans and carries out assignments and is responsible for the accuracy of their personal work; work is normally reviewed in terms of results achieved and in meeting Office objectives.
- b. **Supervision Exercised:** Full supervision of other Mission staff is not contemplated.

12. PHYSICAL DEMANDS

The work requested does not involve undue physical demands.

II. MINIMUM QUALIFICATIONS REQUIRED FOR THIS POSITION

- 1. **Education:** Two or more years of post-secondary schooling in Secretarial Science or Business Administration, or other related field equivalent to a US junior college or community college diploma, is required.

2. **Prior Work Experience:** A minimum of three years of administrative or secretarial work experience, of which two years should be in related work with a U.S. Government Agency, Non-Governmental Organizations (NGOs), other donor organizations, host-government organizations, or private-sector institutions is required. (This may be tested)
3. **Language Proficiency:** Level 4 (advanced professional proficiency) English proficiency, both oral and written, is required. (This will be tested)
4. **Job Knowledge:** The Administrative Assistant should be familiar, or able to quickly become familiar with the responsibilities and activities of the Office of assignment, as well as possess a general knowledge of standard office procedures and practices. The Administrative Assistant should have the ability to develop an excellent understanding of USG file management, mail handling, and correspondence formatting. (This may be tested)
5. **Skills and Abilities:** The Administrative Assistant must be proficient in keyboarding and in operating computers with standard software, including Microsoft Word, Excel, PowerPoint, Outlook, and other software programs as designated. The Administrative Assistant must be proficient in using the Internet and E-mail. (This may be tested)

III. EVALUATION AND SELECTION FACTORS

The Government may award a contract without discussions with offerors in accordance with [FAR 52.215-1](#). The CO reserves the right at any point in the evaluation process to establish a competitive range of offerors with whom negotiations will be conducted pursuant to [FAR 15.306\(c\)](#). In accordance with [FAR 52.215-1](#), if the CO determines that the number of offers that would otherwise be in the competitive range exceeds the number at which an efficient competition can be conducted, the CO may limit the number of offerors in the competitive range to the greatest number that will permit an efficient competition among the most highly rated offers. The FAR provisions referenced above are available at <https://www.acquisition.gov/browse/index/far>.

1. Offerors will be initially screened based on the extent to which the individual meets the minimum qualifications above.
2. A Technical Evaluation Committee (TEC) will review and evaluate the offers that meet the minimum requirements and will create a ranking of the most highly rated and technically qualified offerors based on the following evaluation criteria:

Prior Work Experience (30%)
Job Knowledge (30%)
Skills and Abilities (40%)

3. The TEC will conduct interviews of the most highly rated offerors before making a selection recommendation to the Contracting Officer (CO). The interview will be one of the determining factors in the final selection.
4. Before a final offeror is selected for the position, the CO will direct the TEC or the Human Resources Division to perform professional reference checks and they will also be factored into the final selection.
5. At the end of the process only the offerors who are invited for an interview will be notified of the TEC final selection.

IV. SUBMITTING AN OFFER

1. Interested offerors for this position must complete and submit the following form **or the offers will not be considered:**
 - **Application for US Federal Employment (DS-174 English version)**, which is available on our website <https://eforms.state.gov/Forms/ds174.pdf>.
2. Offerors must submit the DS-174 to: ssvacancies@usaid.gov and clearly reference the solicitation number and Position Title on all offeror submitted documents. Offerors will receive individual acknowledgement of receipt.
3. Offerors may submit any other documentation (e.g., cv, cover letter, essays, certificates, awards, copies of degrees earned, etc.) that addresses the qualification requirements of the positions as listed above.
4. Offers must be received by the closing date and time specified in Section I, item 3, and submitted to the Point of Contact in Section I, item 4.

V. LIST OF REQUIRED FORMS PRIOR TO AWARD

Once the CO informs the successful Offeror about being selected for a contract award, the CO will provide the successful Offeror instructions about how to complete and submit the appropriate forms.

VI. BENEFITS AND ALLOWANCES

As a matter of policy, and as appropriate, a Cooperating Country National (CCN) PSC is authorized benefits and allowances in accordance with AIDAR Appendix J and the LCP of the U.S. Mission in El Salvador.

VII. TAXES

Locally employed staff is required to follow Mission policy and local labor law as described in the LCP.

VIII. USAID REGULATIONS, POLICIES AND CONTRACT CLAUSES PERTAINING TO PSCs

USAID regulations and policies governing CCN PSC awards are available at these sources:

1. **USAID Acquisition Regulation (AIDAR), Appendix J**, “Direct USAID Contracts with a Cooperating Country National and with a Third Country National for Personal Services Abroad,” including **contract clause “General Provisions,”** available at <https://www.usaid.gov/ads/policy/300/aidar>,
2. **Contract Cover Page form AID 309-1** available at <https://www.usaid.gov/forms>. Pricing by line item is to be determined upon contract award as described by the illustrative table (no information required for offer submission):

LINE ITEMS

ITEM NO (A)	SUPPLIES/SERVICES (DESCRIPTION) (B)	QUANTITY (C)	UNIT (D)	UNIT PRICE (E)	AMOUNT (F)
0001	Compensation, Fringe Benefits and Other Direct Costs (ODCs) - Award Type: Cost - Product Service Code: <i>[e.g. R497]</i> - Accounting Info: <i>[insert one or more citation(s) from Phoenix/GLAAS]</i>	1	LOT	\$ _TBD_	\$_TBD at ward after negotiations with contractor_

3. Acquisition & Assistance Policy Directives/Contract Information Bulletins (**AAPDs/CIBs**) for Personal Services Contracts with Individuals available at <http://www.usaid.gov/work-usaid/aapds-cibs>
4. **Ethical Conduct.** By the acceptance of a USAID personal services contract as an individual, the contractor will be acknowledging receipt of the “**Standards of Ethical Conduct for Employees of the Executive Branch,**” available from the U.S. Office of Government Ethics, in accordance with **General Provision 2** and **5 CFR 2635**. See <https://www.oge.gov/web/oge.nsf/OGE%20Regulations>